

Appendix D

Quarterly Reporting Requirements

Title Page or Cover

Project Title

Project Identification Number

Contact person or project manager, address/telephone number of grantee

Reporting Period

Summary of Progress to Date

The summary must include major project activities implemented, progress in attainment of project objectives, timelines, percentage of task complete, etc.

Slippage Report

The slippage report must describe any deviation from the project timeline or budget, along with an explanation and revised timetable, budget, and completion schedule. Project no cost time extensions must be applied for through the project manager and will only be granted when the grantee has experienced unforeseeable project setbacks. No project will be granted more than one no cost time extension unless an exception is given from the Director of the DWM.

Problems/Issues

This section must describe any problems encountered in project implementation, such as unanticipated events and their consequences, along with a description of the solutions applied (which should cross-reference the slippage report, as applicable).

Expenditure Report:

An expenditure report, also known as Attachment C in the executed grant agreement, must be submitted with every quarterly report. If there are no expenditures for the work period, the expenditure report must be submitted indicating \$0 in the total. Fiscal information should include time sheets, phone logs, mileage logs, bills, and receipts for expenditures related to the project.

Additional Information:

Additional information to be submitted with each quarterly report includes, but is not limited to:

- Summary of activities planned in next project period;
- Surveys;
- Monitoring data and/or results, if applicable; and
- Attendance sheets, if applicable.